



Office of Administrative Services
FOIA Requester Service Center

January 13, 2016

Mr. Curt Howe
National Air Traffic Controllers Association
P.O. Box 118
Renton, WA 98057

Dear Mr. Howe:

This is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2016-000268) dated December 17, 2015, in which you requested:

“[p]rovide a true and certified copy of the unredacted minutes of the proceedings and all materials presented at the December 16, 2015 meeting held at an unknown location at FAA regional Renton campus between the GSA, FAA and the new FAA office building developer.”

Enclosed are 6 pages of documents that are responsive to your request.

This completes our action on this request. Should you have any questions, please contact Mr. Paul Witherspoon at (253) 561-2982 or via email at paul.witherspoon@gsa.gov.

Sincerely,

Travis Lewis

Travis Lewis
FOIA Program Manager

Enclosures



Project Meeting Number: 1
Meeting Date: Wednesday, Dec. 16, 2015

See attached spreadsheet

Conference Call
Call In: 1-888-535-0454
Code: 102-810-4667

Next Meeting:
Next Conference call:

Meetings to discuss project progress and action items.

Kamy Goldfarb

ACTION ITEMS:

[illegible]

1.1	<p>Core Team Members: Roles and Responsibilities</p> <p>GSA Contracting Officer – Jim Coffelt</p> <p>GSA Project Manager – Paul Witherspoon</p> <p>CBRE Post Award Manager – Kamy Goldfarb</p> <p>Agency Representative – Mark Howard</p> <p>Lessor Representative –Michael Nuernberger/Travis Hale</p>
1.2	<p>Communication Protocol:</p> <ul style="list-style-type: none"> a. Lessor ↔ CBRE & GSA GSA ↔ AGENCY Any contact between the Agency and Lessor MUST copy both GSA and CBRE. Please place 3WA0392,FAA, Des Moines, WA on all email subject lines b. Establish bi-weekly project meeting date/time c. Transmittal of drawings – discuss allowed format/SBU?
1.3	<p>Lease</p> <ul style="list-style-type: none"> a. Award Date - November 23, 2015 b. Term – 20 Years Firm c. Square Footage –281,805 RSF/262,100 ABOA d. Tenant Improvement Allowance – \$15,100,000.00 e. BSAC Allowance: \$11,917,347.18 To be paid Lump Sum
	<p>Post Award Kick Off Meeting: (12.16.15) The agenda was reviewed and updated during the meeting with any pertinent items that were brought up. Each agenda item was reviewed regarding responsibility and expectations. The focus of the meeting was to bring on all players and set expectations to ensure the success of the project and customer satisfaction. Single points of contacts were established, along with communication protocol requirements. It was noted during the meeting by both the broker and GSA what was required for this project as a team so that all levels of participation were met. Expectations were set and goals for a successful and timely delivery of the project were established.</p> <p>Deliverables per the lease were discussed, along with various processes required during construction.</p> <p>A team building exercise completed the meeting with everyone describing in 1 or 2 words what it meant to them/how to measure a successful project.</p>
	<p>Meeting Ownership: Post Award Kickoff (GSA) OAC (Lessor) Design Workshops (GSA) DID development (Lessor) CD development (Lessor) TI cost discussions/negotiations (GSA)</p>



Post Award Kick Off Meeting

3WA0392

FAA, Des Moines

1. **PURPOSE OF MEETING:**

To facilitate the coordination of the lease requirements, Review the project schedule, and set the project expectations moving forward.

2. **PARTICIPANTS:**

GSA
CBRE
FAA
Panattoni Team

3. **DATE OF KICK OFF:**

The Post Award Kick off meeting is scheduled for: **Wednesday, Dec. 16, 2015 from 8-11 am**
Location of the kickoff: Landmark Building, 1600 Lind Ave SW, Renton 98057. The conference room is off the 1600 Building lobby by the Café

4. **AGENDA FOR THE DAY:**

8:00-8:30 Introductions
8:30-9:00 Communication protocol and project expectations/Roles and responsibilities
9:00-9:30 Deliverable requirements/Responsibilities
9:30-10:00 Panattoni Video
10:00-10:30 Agenda Items 10, 12, 13, 14)
10:30-11:00 Project schedule overview (Agenda item 10)

5. **INTRODUCTIONS**

6. **ROLES AND RESPONSIBILITIES/COMMUNICATION PROTOCOL:**

- GSA Contracting Officer – Jim Coffelt
 - Timely approval of documentation
 - Participation when required/necessary
- GSA Project Executive – Paul Witherspoon
 - Schedule tracking
 - Fiscal responsibility
 - Tenant/Agency/Govt coordination
 - Quality Assurance and Lease compliance
- CBRE Post Award Manager – Kamy Goldfarb
 - Team/documentation coordination
 - Schedule management
 - Ensure fiscal responsibility
 - Assist with satisfactory delivery of space
- Agency Representative – Mark Howard



- Timely approval of documentation
- Timely response to field questions/concerns
- Awareness of schedule
- FF&E/ Move Coordination
- Landlord/Lessor Representative –Travis Hale
 - Coordinate Architect, Contractors, and with Government
 - Timely submission of documentation
 - Fiscal responsibility
 - Schedule management (timeliness)
 - Satisfactory delivery of space (quality)
- **Communication Protocol:** The agency and the lessor should never communicate directly with each other without the consent of GSA and if any, should always include in the cc' line the GSA LCO, GSA PM and CBRE.

7. **LEASE OVERVIEW:**

- A. Award Date – November 23, 2015
- B. Term – 20 YEARS
- C. TIA: \$15,100,000.00
- D. BSAC Allowance: \$11,917,347.18 Not amortized

8. **PROJECT OVERVIEW BY THE LESSOR**

- A. Presentation of video fly through

9. **COORDINATION ITEMS:**

- A. (3) Charging stations in the parking lot (Lessor)
- B. Purchasing and installation of wiring
- C. Security –
 - a. TVs, Screens, head end equipment, Security and AV systems (FAA)
 - b. Xray Machine/Magnetometer –Lobby and Mailroom—What is needed/who is to provide—FPS or FAA?
 - c. CCTV- (FAA responsibility inside and outside)
- D. FAA to provide Wireless AP, cabinets, switches, routers, servers--- Lessor to provide: UPS equipment, Sound masking equipment
- E. Emergency Generators, cafe equipment (TBD), fitness center equipment, microwaves, and refrigerators (GSA Provided)
- F. Furniture – All New-- Agency procurement
- G. Move Management – GSA responsibility
- H. Building signage/Interior signage/Monument Signage
- I. Historic Archeological Expert Surveillance/Reports (Section 3.55)
- J. Airspace coordination/requirements (aka –crane heights etc)
- K. POTS lines, Fiber, Copper
- L. Special Requirements or Equipment
 - a. High Density Shelving System (Lessor provided)
 - b. Early Access Requirements (LAN Rooms, control rooms)
 - c. Satellite and/or antenna requirements



d. Groundbreaking

10. **SECURITY CLEARANCE REQUIREMENTS:**

- A. SBU Project requirements
- B. Transmission of documents/document control

11. **SCHEDULE DISCUSSION:**

- A. Review of the project schedule per the lease (DID workshops, Drawing submittals, Review periods)
- B. Phased occupancy criteria
- C. Review of current proposed schedule/integrated team schedule requirements
- D. Establish Weekly or Bi - Weekly Team Progress Meetings
- E. Schedule Blocking, Schematic and DID work shops

12. **SUBMISSION REQUIREMENTS PER THE LEASE and POR:**

- A. Radon in water or Radon in Air
- B. Davis Bacon --- NEED TO SCHEDULE ONE OFF MEETING
- C. LEED Requirements and Score Card
- D. Building Recycling plan
- E. Construction Waste Plan
- F. Commissioning plan
- G. Construction site security plan
- H. MSDS Sheets
- I. Color Board submission
 - a. 3 Color boards required
- J. Evidence of Permit
- K. Substantial Completion Notice
- L. Evidence of Building Permit/Certificate of Occupancy
- M. Schedule for periodic services
- N. Testing and Commissioning Reports
- O. As builts/O&Ms/Warranties

13. **PROJECT MANAGEMENT SYSTEM UTILIZATION**

- A. RFI process
- B. Variance tracking
- C. Submittal process
- D. Change Order Process

14. **PROJECT BENCHMARKING**

- A. Communication and Issue Resolution Process
- B. Organizational Success Measures-How will we measure success on the project?

15. **SUBSTANTIAL COMPLETION/SPACE ACCEPTANCE/BENEFICIAL OCCUPANCY**

Substantial Completion

The Space shall be considered substantially complete only if the Space may be used for its intended purpose, and completion of remaining work will not interfere unreasonably



with the Government's enjoyment of the Space. Acceptance shall be final and binding upon the Government with respect to conformance of the completed Tis to the approved DIDs, with the exception of items identified on a punch list generated as a result of the inspection, concealed conditions, latent defects, or fraud, but shall not relieve the Lessor of any other Lease requirements.

- It is of paramount importance that the construction of all facilities be in accordance with the contract and in full operating condition when transferred to the using activity as complete & ready for use.
- o All necessary inspections and tests must be made and accepted prior to occupancy and use of the facility, which includes, but is not limited to:
 1. HVAC Balance Report
 2. TCO/Certificate of Occupancy/Final Green tags
 3. Schedule for Periodic Services (60 days from space acceptance)
 4. Certification of any security systems as required
 5. MAR Paperwork and IDS system up and functioning.
 6. Commissioning reports
 7. Cabling testing and reports
- The initial punch list shall be prepared by the Lessor's contractor.
- o The Government will follow-up on punch list only after the Contractor has advised the Contracting Officer in writing that all work is complete under the terms of the contract (back-punch).
- Final inspection by the Government will not continue if any major items of work remain or numerous minor items remain (space is expected to be substantially complete for space acceptance).
- The punch walk does not mean acceptance of the space. The GSA, at the time of the walk, will determine whether or not the space is ready for beneficial occupancy.

Beneficial Occupancy/Start of Rent:

- Once it has been determined that the space is accepted, an email notification will be sent out to the team and that will be considered the rent commencement date.
- If the LEASED SPACE is deemed Substantially Complete after either the initial or Final Inspection, then the LESSOR and GSA will sign off on an Acceptance Inspection Checklist (1204 form with COMPLETED punch list attached).
- At acceptance, the Space shall be measured in accordance with the standards set forth in this Lease to determine the total ABOA SF in the Space. The rent for the Space will be adjusted based upon the measured ABOA square footage as outlined under the Payment clause of the General Clauses. At acceptance, the Lease term shall commence. The Lease Term Commencement Date, final measurement of the Premises, reconciliation of the annual rent, and amount of Commission Credit, if any, shall be memorialized by Lease Amendment.